

Alaska Highway Safety Office

FFY 2017 Highway Safety Sudgrantee Workshop

October 10, 2016



Rules, Regulations & Statutes

Code of Federal Regulations

- 23 CFR Part 1200 Uniform Procedures for State Highway Safety Programs
- 23 CFR Part 1205 Highway Safety Programs; Determinations of Effectiveness
- 23 CFR Part 1250 Political Subdivision Participation in State Highway Safety Programs
- 23 CFR Part 1251 State Highway Safety Agency

Rules, Regulations & Statutes

Code of Federal Regulations

- 2 CFR Part 200 (formally 49 CFR Part 18) Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 2 CFR Part 200.331(a)(4) (formally 49 CFR Part 19) Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
- 2 CFR Part 200.450 (formally 49 CFR Part 20) Restrictions on Lobbying

Rules and Regulations

Office of Management and Budget Circulars

- 2 CFR Part 215 (including OMB Cir A-110) Uniform Administrative Requirements for... with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
- 2 CFR Part 220 (including OMB Cir A-21) Cost Principles for Educational Institutions
- 2 CFR Part 225 (including OMB Cir A-87) Cost Principles for State, Local, and Indian Tribal Governments

Rules and Regulations

Office of Management and Budget Circulars

- 2 CFR Part 230 (including OMB Cir A-122) Cost Principles for Non-Profit Organizations
- OMB Circular 102 Grants and Cooperative Agreements with State and Local Governments
- OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations (See additional supplements)

Rules and Regulations

Office of Management and Budget Circulars

- OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations (See additional supplements)
- OMB Circular A-133 2009 Highway Safety Supplement (see 39)
- OMB Circular A-133 Compliance Supplement - Background

Rules and Regulations

Buy America Act (23 USC Section 313)

- Prohibits States from using highway safety grant funds under 23 U.S.C. Chapter 4 to purchase products, unless they are manufactured or assembled in the United States.
- Prohibition on **all manufactured products over \$5,000 per unit** unless the Secretary of Transportation has determined that it is appropriate to waive the Buy America Act requirement.

Risk Assessment

- NHTSA requirement under the Supercircular
- All grantees will be evaluated for risk pre grant award, during grant cycle and post grant cycle
- Help to reduce potential misuse of spending of federal funds and fraud

FAST Act

- Fixing America's Surface Transportation (FAST) Act
- Sustainable long term funding authorization from Congress
- Regulatory framework of the FAST Act in ongoing
- Changes may occur after Final Rules are established

FAST Act

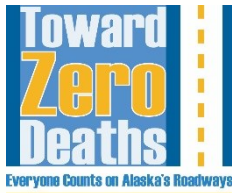
- Section 402 Funding – State and Community Highway Safety Grant Program
- Section 405 Funding – National Priority Safety Program
- Funding source used for each grant is determined by AHSO.



FAST Act - Section 402 Funding

■ Programs* can include:

- Speeding
- Occupant protection
- Alcohol impairment
- Motorcycle crashes
- Unsafe driving behavior (aggressive, fatigued and distracted driving)
- Driver improvement (driver education, testing and examinations, and driver licensing)
- Law enforcement improvement
- Pedestrian and bicycle safety
- Traffic records improvement
- Commercial motor vehicles



** Programs must be consistent with NHTSA's uniform guidelines.*

FAST Act - Section 402 Funding

■ Assurances Require States to:

- Participate in 3 high-visibility law enforcement campaigns
- Have a data driven enforcement program
- Ensure coordination of HSP, data collection and information systems with the State's strategic highway safety plan (Alaska's STSP)

■ Teen Safety Programs are Eligible

- Optional, not mandatory

FAST Act - Section 405 Funding

- National Priority Safety Program
 - Incentive program
 - Creates funding tiers
 - States must satisfy rigorous eligibility requirements
- Not All States Qualified

FAST Act - Section 405 Funding

■ National Priority Safety Program

- Occupant protection
- Traffic records
- Impaired driving
- Motorcyclist safety
- Distracted driving
- State Graduated Driver Licensing laws
- Non-motorized safety

National Performance Measures

■ Core Outcome Measures:

- # of traffic fatalities
- # of serious injuries in traffic crashes
- Fatalities/VMT
- # of unrestrained passenger vehicle occupant fatalities (all seat positions)
- # of fatalities in crashes involving a driver or motorcycle operator with a BAC of .08 and above
- # of speeding-related fatalities
- # of motorcyclist fatalities
- # of unhelmeted motorcyclist fatalities
- # of drivers age 20 or younger involved in fatal crashes
- # of pedestrian fatalities
- # of bicyclist fatalities

National Performance Measures

■ Core Behavior Measures:

- Observed seat belt use for passenger vehicles, front seat outboard occupants

■ Activity Measures:

- # of seat belt citations issued during grant-funded enforcement activities
- # of impaired driving arrests made during grant-funded enforcement activities
- # of speeding citations issued during grant-funded enforcement activities

Coordination of Performance Targets

■ States establish annual targets in the HSIP report

- Beginning in August 2017 HSIP report for calendar year 2018
- Target for each measure (5-year rolling average) based on calendar year
- Applicable to all public roads regardless of functional classification or ownership

Coordination of Performance Targets

- Targets must be identical to NHTSA HSP targets for common measures:
 - Number of fatalities; Rate of fatalities; Number of serious injuries

SHSP Emphasis Areas

■ Driver Behavior

- Impaired driving
- Occupant protection
- Young drivers
- Older drivers

■ Special Users

- Pedestrian
- Bicycles
- Motorcycles
- Off Highway Vehicles



SHSP Emphasis Areas

■ Roadways

- Lane departures
- Intersections
- Animal-vehicle collisions

STSP Emphasis Area Framework

- Enforcement
- Education
- Engineering
- Emergency response
- Evaluation



Visit the SHSP website for information about specific strategies for each Emphasis Area

FFY 2017 HSP Focus Areas

- Occupant Protection
- Impaired Driving
- Speeding
- Traffic Records
- Motorcycle Safety
- Pedestrian and Bicycle Safety
- Novice Drivers (20 and Under)



Your Grant Agreement

■ Notice to Proceed (NTP)

- Grant activity may proceed only with receipt of an approved NTP; a grant award letter alone does not suffice
- The amount identified in the NTP is the maximum not to exceed amount
- Grant activity cannot begin prior to the period listed on the approved NTP

■ Subject to the Availability of Federal Funding

- The award of grant funding is subject to the availability of Federal funding
- The AHSO reserves the right to incrementally fund any awarded grant at any time during the grant period

What Does this Mean to you?

Your Grant Agreement

■ BUY AMERICA Requirements

- Prohibits States from using highway safety grant funds under 23 U.S.C. Chapter 4 to purchase products, unless they are produced in the U.S.
- Applies to **all manufactured products over \$5,000 per unit** unless the Secretary of Transportation has determined it is appropriate to waive the Buy America Act requirement

■ What this Means to You

- Please contact the AHSO before making any purchases with grant funding
- All requests for waivers shall be submitted to the AHSO

Your Grant Agreement

■ Subgrantee Subcontractor(s)

- Services performed, or materials provided, by a subcontractor shall align with the objectives and intent of the Subgrantee's grant agreement
- AHSO will not reimburse for work performed by any subcontractor until a copy of the subcontract is reviewed by the AHSO and deemed to meet the objectives of the grant agreement

Your Grant Agreement

■ Equipment Purchase

- Any single piece of equipment with a cost over \$5,000 must be approved by AHSO and NHTSA before the equipment is purchased
- Any single item with a cost less than \$5,000 must be approved by AHSO before the equipment is purchased
- When equipment has been purchased an Equipment Record must be completed and submitted to AHSO

■ Equipment Request Process

- Submit request with equipment description and price quote and desired quantity to the AHSO
- Upon approval AHSO will submit request to NHTSA

Promotional Items and Equipment

- An unallowable promotional item is an item whose purpose is to be used as an incentive, to increase goodwill or that is a giveaway. The AHSO must ensure that grantees do not include funding for promotional items using NHTSA funding. This does not apply to the purchase of child restraints and bicycle helmets. States and State subrecipients may continue to purchase these items using Section 402 highway safety grant funds for FY17 programs.

Promotional Items and Equipment

- Educational materials (such as, flyers, posters, envelope stuffers, activity books) are generally allowable. All costs charged to NHTSA highway safety grants must be within the scope of the grant, address a highway safety problem, and help meet performance measures. In order to be considered educational, distributed material must provide substantial information and educational content (not merely a slogan) to the public **and** have the **sole** purpose of conveying that information. The grantee must consult with the AHSO prior to any equipment or promotional item purchasing.

Educational Materials vs Promotional Items

- “Educational Materials,” whose purpose is to convey substantive information about highway safety and “promotional items,” whose purpose is to generate good will or to incentivize behavior.
- In order to be considered educational, distributed material must provide substantial purpose of conveying that information.
 - Traffic-safety-themed coloring book given to children at a school event, state fair, etc.
 - A pamphlet including statistical information such as “X number of people lose their lives every year when not wearing a seat belt” and safety tips distributed at a state fair.
 - A folder containing information about child passenger safety (e.g., statistical about car seat or booster seat laws, etc.) and relevant safety tips provided to parents at a car seat inspection station

Educational Materials vs Promotional Items

■ Educational Items Request process

- Submit request with item description, price per item, desired quantity, and how item supports grant program to the AHSO

■ Promotional Items or memorabilia

- OMB Super Circular makes clear that **NO** promotional items or memorabilia are allowable costs under Federal grants!
- An item that is purchased for distribution as an incentive or to increase goodwill is an **unallowable** promotional item.
- NHTSA grant funds are intended to promote safety and to educate the public about traffic safety, not to provide items to individuals or groups through widespread distribution.
- Subrecipients may use privately collected or donations to purchase promotional items.

Examples of Unallowable Promotional Items

- Bumper sticker, and/or texting thumb bands given to members of the public at a state fair.
- Keychains and/or pens give to groups at a training event
- Shirts for volunteers at a car seat installation center(either as an incentive or to designate staffers as a team)

Your Grant Agreement

■ Highway Safety Tag

- AHSO shall be identified as the sponsor or co-sponsor in any public information materials developed under a highway safety project
- Includes radio and TV PSAs, newspaper advertisements, pamphlets and brochures, and pre-approved by AHSO
- Must include both AHSO and Alaska's "Target Zero" logo or wording to support the Alaska SHSP and the type or national/state slogan of the current national or state driver behavior program (if applicable)

Your Grant Agreement

■ Program Income

- Must keep a separate account for all income generated from the grant program
- Submit an income report documenting the amount generated to the AHSO each quarter

■ Using Program Income

- Must be used for the same highway safety purpose that generated the income

Your Grant Agreement

■ Out-of-State Travel

- A limited number of scholarships will be available for sub grantee out-of-state travel in FFY 2017
- Scholarships will be awarded by AHSO for travel to conferences, seminars, training, and appropriate grant related activities

■ Travel Scholarship Request Process

- Submit one scholarship request per person to the AHSO no less than 60 days before the travel date

Grant Reporting

■ Report Quarterly

- Use AHSO provided forms
- Must include an update on grant performance measures
- Submit by mail or electronically
- Due by the 15th of the month following the end of each calendar quarter

■ Annual Report

- Due by November 15th during the life of the project.
Final payments will be held until Annual Report is received

Grant Reimbursement

- Submit a reimbursement voucher following completion of monthly grant activities by the 15th of the next month (grant activities completed in October will be submitted by 11/16)
 - If you cannot submit the claim by the 15th of the month please call your grants administrator and let them know
- May be submitted by mail or electronically
- Claims for costs incurred must be accompanied by supporting documentation; monthly timesheets signed by employee and supervisor showing time worked on grant activity, Certification and Activity Reports submitted quarterly, document showing salary/benefits paid, boarding passes or print out from mileage plan account, copy of checks written for billings

Grant Reimbursement

- Please remember as reimbursement program you must submit proof of payments for all expenses
- Final reimbursement claim will not be processed until all four Quarterly Reports, Equipment Record (if purchased), and Annual Evaluation Report are submitted to, and approved by, the AHSO

Match Documentation

- Monthly timesheets signed by employee and supervisor showing time worked on grant activity
- Proof of payment for any expenses being claimed for match





Questions?

Thank You for Your Participation Today

Don't forget to sign and submit the Subgrantee Acknowledgement Form to receive your NTP